Front Desk Administration and Communications

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Introduction

- Came from SWR
- Responsibilities
  - Office for Sustainability website updates
  - Manage office calendar
  - Manage office email
  - Office purchasing
  - Update and manage front desk check list
  - Attempting to re-promote social media
Office for Sustainability Website

- CMS training
- Author
- AASHE jobs
- WMU calendar
- MLive
- Emails
- Between 1-15 updates per week
Roles

- Roles are sets of permissions given to users of the system. CMS users have four possible roles: author, publisher, reporter and manager. The last three are considered add-on roles; they are permissions given in addition to those of an author.

Author

Everyone is an author—ass soon as you complete basic training and are entered into the system you are automatically given the author role. At this point, you will have permission to create, edit and moderate basic and directory page content types for your assigned section; however, you cannot publish that content. Only users with the publisher role can publish that content.

- Basic page

Authors can create, edit and moderate the content type. Basic pages are used for the static information pages within your section (the classic "About Us" page). They are typically linked from the section menu.

- Directory page

Authors can also create, edit and moderate this content type. Directory pages contain complete contact information for a person. They automatically populate the section's directory list. Do not create directory pages for persons with privacy flags in place. If you can't find them in the phone directory, don't make a directory page for them.

Edit a basic page

- Dashboard

Author

- ALL CONTENT

Click on the page title

Is there a draft?

Yes

Edit draft

No

New draft

Make edits

Apply writing style

Save

View draft

Your page is now in moderation, please refrain from editing it any further.

Standards met?

Yes

No

Ready to go live?

Yes

No
Regions
This is a visual map of the various areas of the page design. Each area contains certain content elements. The areas we are concerned with are:

- **Header**—this region contains our branding elements (e.g., logo and signature) and our global navigation—menus that appear on every page in the system (e.g., Home, About, Academics, etc.).
- **Sidebar**—also known as the section menu, this is where section menu items (i.e., internal links to your section’s basic pages, directories and webforms), social media badges and contact information about your section resides.
- **Content**—also known as the page content, this is where almost all of the content goes for your section (e.g., site name, slideshows and the body text).
- **Spotlights**—this area is where you can feature content such as external links (i.e., links that are not part of your web section).
- **Footer**—this region contains contact information for the University.

Screen design
This is what the page design layout looks like when populated with content and images.

**Responsive design** is a web design approach aimed at crafting sites to provide an optimal viewing experience across all devices—this technique also helps us future-proof our site for devices yet to come. In other words, it’s one design for all meaning, our content looks good on mobile, tablet, desktop and HD.

Below is an example of how the different regions and content types adjust to different devices.
EVENTS

Kalamazoo Foodways Symposium
The Kalamazoo Foodways Symposium is hosting a free community event, offering programs and activities that provide historical, cultural, and practical insights into food and food systems in Southwest Michigan. [More info]
WHERE: Kalamazoo Valley Museum & KVCC Bronson Healthy Living Campus, Kalamazoo
WHEN: Friday, April 7 and Saturday, April 8
COST: FREE

Strike Out Hunger: WMU
Communication students are holding a “Strike Out Hunger” bowling fundraiser to support WMU’s Invisible Need Project. [More info]
WHERE: Pinz, 4500 Stadium Dr, Kalamazoo
WHEN: Sunday, April 9, 1:00 - 3:00 p.m.
COST: $60

Save the Bees and Butterflies
Path: h2
Opportunities

Gun Lake Tribe: Invasive Species Strike Team Member
The Strike Team Member will be responsible for detection and control of invasive species, focusing on forest pests. Main job duties will include manual and chemical control and removal efforts. More info

Verroc Lighting Systems: Operations Summer Intern
Currently seeking an individual pursuing a degree in environmental or manufacturing engineering and wanting to gain hands-on experience within the field. More info

American Council for an Energy-Efficient Economy (ACEEE): Scholarship Summer Study Program
ACEEE is proud to announce that they are accepting applications for Linda Latham Scholarships to attend our 2017 Summer Study on Energy Efficiency in Industry, in Denver, Colorado August 15-18, 2017. Deadline for Linda Latham Scholarships is April 10, 2017. More info

Wesustain Fall 2017 Internship Program
The Wesustain Internship Program is a semester-long, paid, and discovery-driven opportunity for ambitious students looking to gain leadership experience while exploring both on- and off-campus sustainability projects. More info

WMU Landscape Services: Student Groundskeeper
WMU Landscape Services currently has openings for student groundskeepers. Part-time (up to 20 hours a week) openings to help keep our campus beautiful. More info

Current Job Postings Through the Association for the Advancement of Sustainability in Higher Education
Frederick Douglass Institute Fellowships, University of Rochester Medical Center, Sustainability Specialist, Kaust, Environmental Studies Assistant Professor, St. Mary’s College of Maryland

Academic Coordinator III, ASI Student Farm Director
The Student Farm Director will guide a team of staff and students to provide intellectual, academic, and community leadership to the Student Farm. The director also has administrative responsibilities as well as the programs’ educational, research, and public service functions. More info

Sustainable Farming Research Assistant
Work at the Kalamazoo Biological Station this summer studying sustainable vegetable production. More info

Kalamazoo poverty report shows slow recovery after Great Recession
March 30, 2017 | MLive.com
City prioritizes fight against poverty as data shows increasing opportunities for all won’t be an easy hurdle to clear.

Benefit of climate action plan worth the challenges
March 30, 2017 | MLive.com
Kalamazoo considers how to increase its resilience to extreme weather events tied to the Earth’s changing climate, experts say a plan is essential to the city’s sustainable future.

Grow-your-own-mushrooms class
March 23, 2017 | MLive.com
Area gardeners, farmers and mushroom lovers will have a chance to learn how to grow an exciting array of other mushroom species in a new class offered at Kalamazoo Valley’s Food Innovation Center.

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COST: $5

Save the Bees and Butterflies
All are welcome to attend an informative workshop about pollinators and native plants. More info
WHERE: Lee Honors College Lounge, WMU
WHEN: Friday, April 10, 5:30 p.m. - 7:30 p.m.
COST: FREE

Reimagined Waldo Library and Student Center
The University community is invited to attend a presentation and provide input for a new facility which will combine a reimagined Waldo Library with a Student Center to create an integrated learning and activity hub for the WMU campus. Students, faculty, staff and the community is invited. More info
WHERE: Bernhard Center, 1st Floor Lobby, Lounge, WMU
WHEN: Friday, April 10, 3:00 - 5:00 p.m.
COST: FREE

WISEA Presents: Dr. Christopher Emdin
Come hear Dr. Emdin discuss his two books, "Urban Education for the Hip Hop Generation" and "For White Folk Who Teach in the Hood and the Rest of Y'all Too," which is currently a New York Times best seller. Following the presentation there will be a Q&A session and a book signing. More info
WHERE: Sangren Hall, WMU
WHEN: Thursday, April 13, 7:00 - 9:00 p.m.
COST: FREE
Next Steps

- Re-promote social media
- Google Analytics
- Continue to learn and improve the cycle of the front desk team workflow
Thank you!